

CREDENTIAL REVIEW

Credential Review – The process of reviewing an individual applicant's resume/application (education, experience, knowledge, skills, abilities, licensure, certification, or registration) to determine whether or not the minimum qualifications are possessed for a specific classification.

Responsibility

Action

Appointing Authority

1. Receives application materials in response to a vacancy posting.
2. Screens résumés and applications to a manageable candidate pool by reviewing credentials, in accordance with Standard 4. E. of Civil Service Regulation 3.04.
3. Determines which candidates require Department of Civil Service review. Examples include:
 - a. Consideration of other combinations of education and experience.
 - b. Review of working-out-of-class experience credit.
 - c. Evaluation of non-state experience.
 - d. Requesting credential review consultation.
4. Click on the Request for Credential Review form **CS153.dot**, select "Open" and select "Enable Macros". Enabling macros will allow you to add additional candidate names to the same form.
5. Complete the form and save form as a **.doc** file.
6. Scans all supporting documentation (i.e. resume, transcripts, etc).
7. Submits the completed CS-153 and scanned documents as an email attachment to the Department of Civil Service, Office of Human Resource Services, agency liaison.

Department of Civil Service

8. Conducts credential reviews and completes the CS-153 form.
NOTE: Reviews can be conducted on-site with the agency staff upon request.
9. Issues decision(s), enters in the applicant log, and returns the CS-153 to the agency.

Appointing Authority

10. Receives completed CS-153 and conducts remaining selection process. Retains documents in accordance with Civil Service Regulation 3.04.